

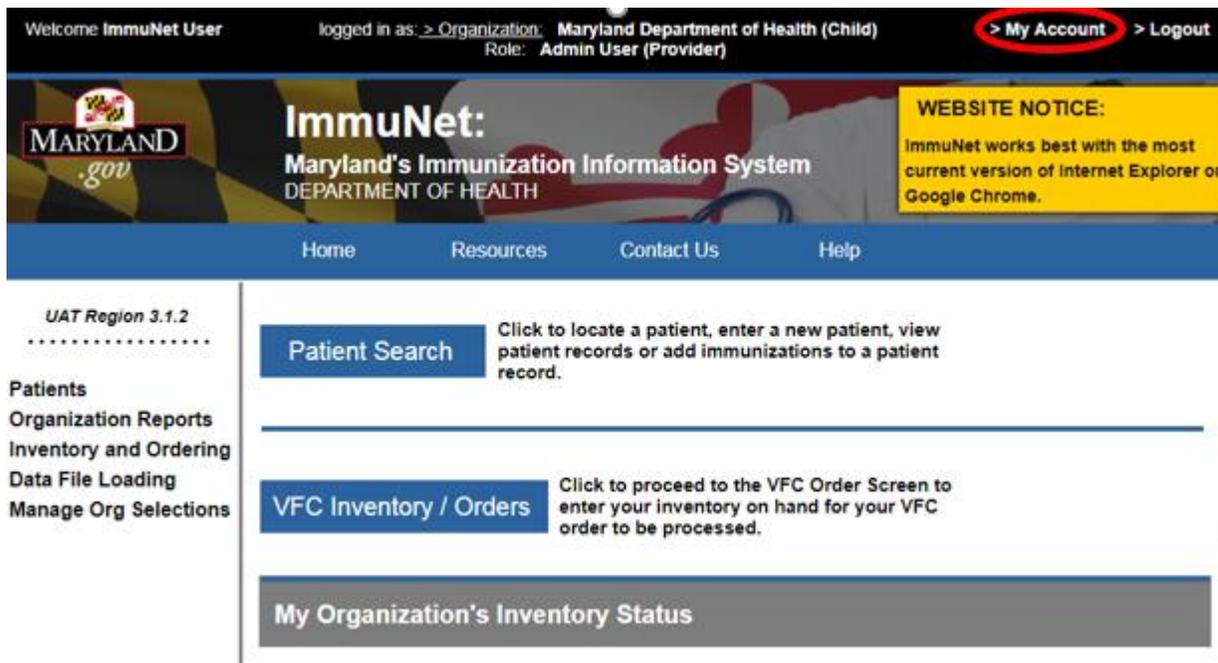
Welcome to ImmuNet!

As an ImmuNet user with a role of Admin User, you can manage user accounts and will be able to:

- [Add a New User](#)
- [Reset a Password](#)
- [Change the Role of an Existing User](#)
- [Terminate a User](#)
- [Re-enable a Disabled or Terminated User](#)
- [Add an Ordering Authority or Clinician](#)

Add a New User

Click **My Account** at the top right corner of the screen.

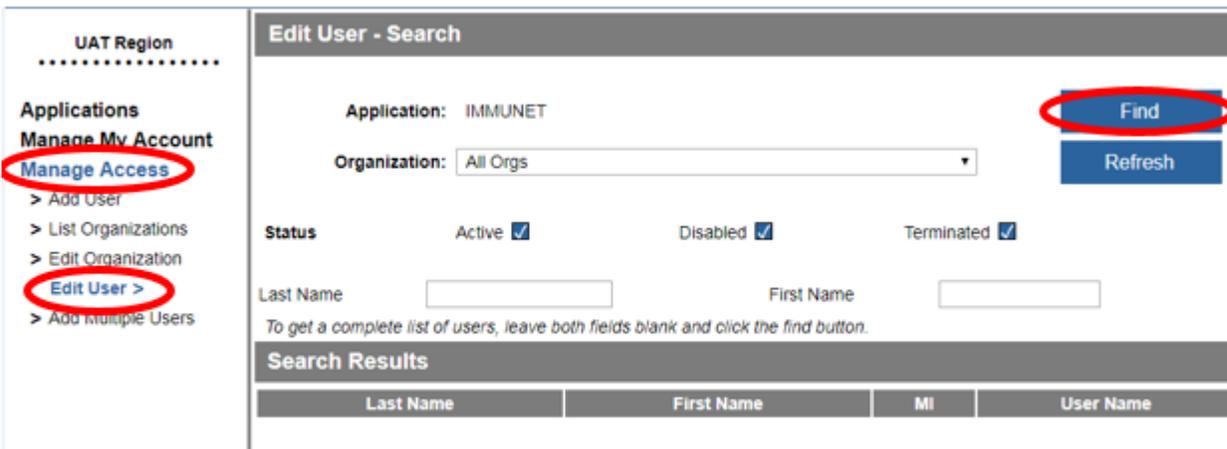


The screenshot shows the ImmuNet Admin User interface. At the top, a black navigation bar contains the text "Welcome ImmuNet User", "logged in as: > Organization: Maryland Department of Health (Child)", "Role: Admin User (Provider)", and a red circle around the "> My Account > Logout" link. Below this is a blue banner with the Maryland state logo, the text "ImmuNet: Maryland's Immunization Information System DEPARTMENT OF HEALTH", and a yellow "WEBSITE NOTICE" box stating "ImmuNet works best with the most current version of Internet Explorer or Google Chrome." A blue navigation bar below the banner contains links for "Home", "Resources", "Contact Us", and "Help". On the left side, there is a sidebar menu with "UAT Region 3.1.2" and a list of links: "Patients", "Organization Reports", "Inventory and Ordering", "Data File Loading", and "Manage Org Selections". The main content area features three blue buttons: "Patient Search" (with a description: "Click to locate a patient, enter a new patient, view patient records or add immunizations to a patient record."), "VFC Inventory / Orders" (with a description: "Click to proceed to the VFC Order Screen to enter your inventory on hand for your VFC order to be processed."), and "My Organization's Inventory Status".

On the left navigator, click **Manage Access**, **Edit User** to search for the user.

In the section **Status**, click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** in the respective fields and then click **Find**.



UAT Region
.....

Applications
Manage My Account
Manage Access
> Add User
> List Organizations
> Edit Organization
Edit User >
> Add Multiple Users

Edit User - Search

Application: IMMUNET **Find**

Organization: All Orgs **Refresh**

Status Active Disabled Terminated

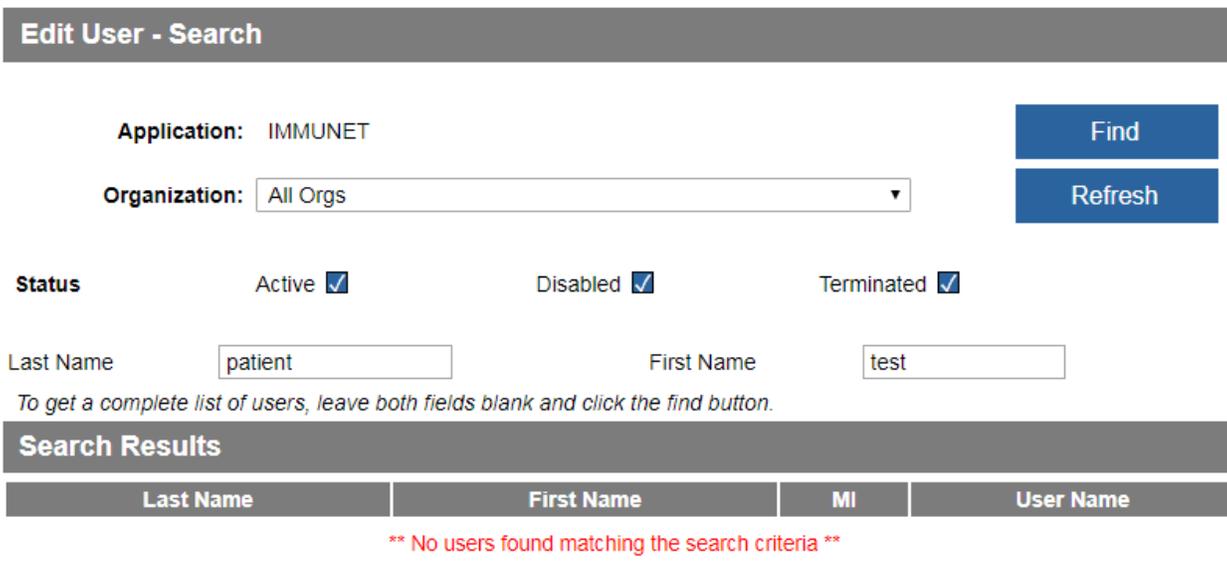
Last Name First Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

| Last Name | First Name | MI | User Name |
|-----------|------------|----|-----------|
|-----------|------------|----|-----------|

If you receive a message, in red, at the bottom, that says, “No users found matching the search criteria”, then the user is not in ImmuNet.



Edit User - Search

Application: IMMUNET **Find**

Organization: All Orgs **Refresh**

Status Active Disabled Terminated

Last Name First Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

| Last Name | First Name | MI | User Name |
|-----------|------------|----|-----------|
|-----------|------------|----|-----------|

**** No users found matching the search criteria ****

To add the user, click **Add User** on the left navigator.

UAT Region
.....

Applications
Manage My Account
Manage Access
> Add User
> List Organizations
> Edit Organization
Edit User >
> Add Multiple Users

Edit User - Search

Application: IMMUNET Find

Organization: All Orgs Refresh

Status Active Disabled Terminated

Last Name First Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

| Last Name | First Name | MI | User Name |
|-----------|------------|----|-----------|
|-----------|------------|----|-----------|

Step 1 – User Information – Enter the information in the required fields in blue/asterisks (*). If you are adding someone who will be an Administrative User, Address and Phone Number are required. The username and e-mail address must be unique (cannot be a shared or group e-mail address, but may be a personal e-mail address, if the user does not have a work e-mail address).

***Password Guidelines** - The password must be at least 8 characters in length, include at least one lower case letter, at least one upper case letter, and at least one number.

Step 2 - Modify Access - If you are an Administrative User for more than one organization, select the appropriate one from the Organization drop-down. Click the **Role** drop-down and select the desired role for the user. Click **Add**, then click **Save**.

Add User & Modify Access

Step 1:

User Information

*** User First Name**

*** User Last Name**

User Middle Initial

Username

Password

Street Address

Other Address

P.O. Box

City

State Zip -

*** Email**

Phone Number Ext

Step 2:

Modify Access

Add, remove, or change organizations and roles for this user:

| Application | * Organization | * Role | Add Access |
|-------------|----------------------|----------------------|------------|
| IMMUNET | <input type="text"/> | <input type="text"/> | Add |

Current list of organizations and applications. Select the row to update the user's role or status. Select

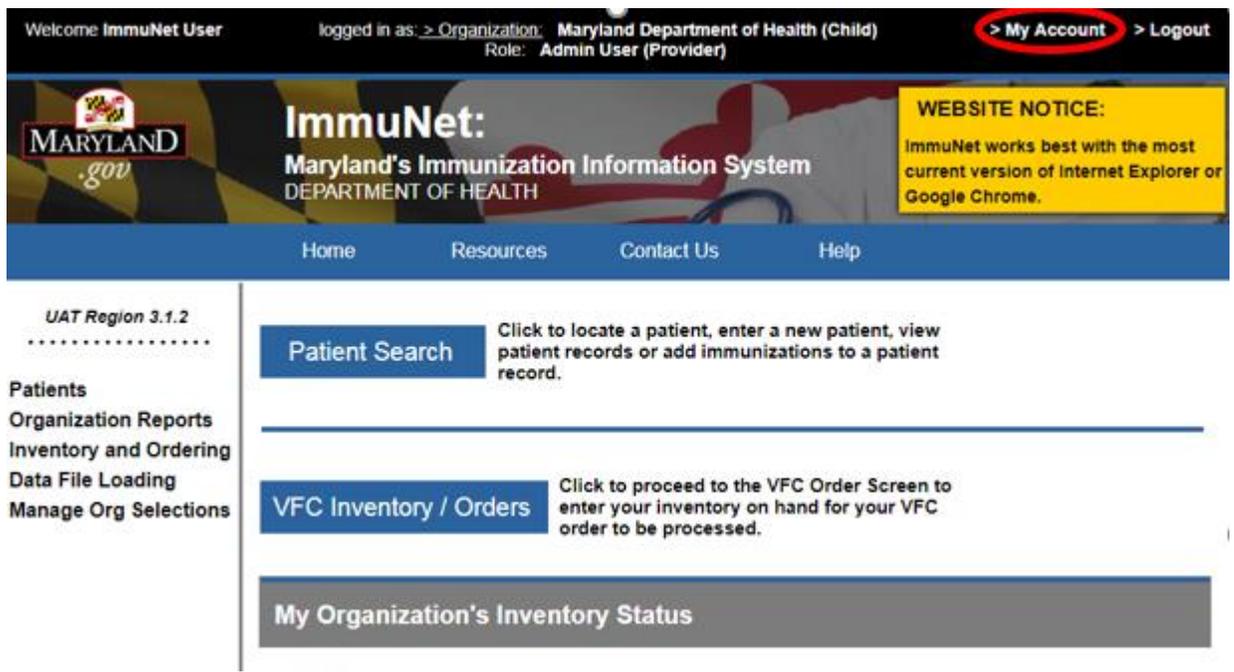
| Application | Organization | Role | Status | Select |
|-------------|--------------|------|--------|--------|
| | | | | |

Save
Cancel

The addition was successful, if you see this message at the top, in red, **“**User Updated**”**.

Change the Role of an Existing User

Click **My Account** near the top right corner of the screen.

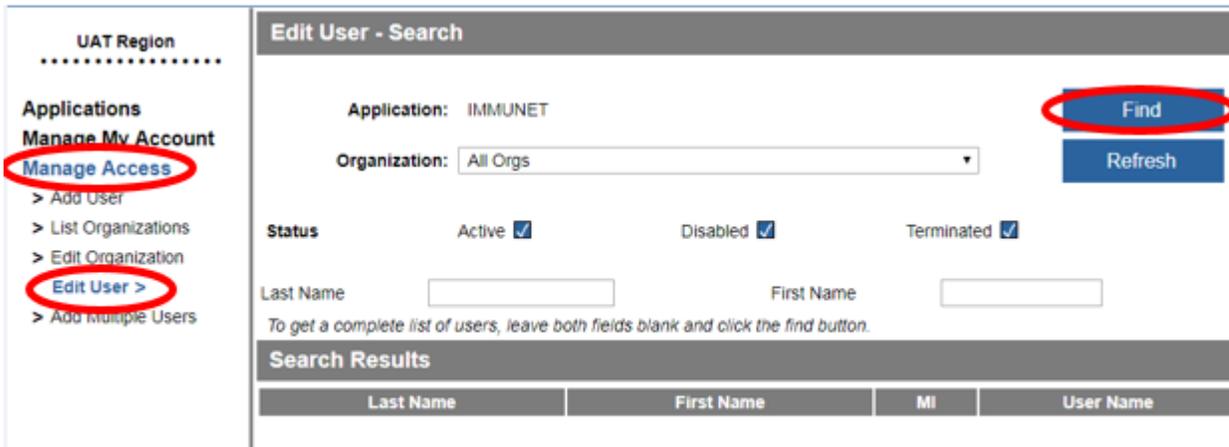


The screenshot shows the ImmuNet user interface. At the top, a black navigation bar contains the text "Welcome ImmuNet User", "logged in as: > Organization: Maryland Department of Health (Child)", "Role: Admin User (Provider)", and a red circle around the "> My Account" link, followed by "> Logout". Below this is a blue banner with the Maryland state flag, the "ImmuNet: Maryland's Immunization Information System" logo, and a yellow "WEBSITE NOTICE" box stating "ImmuNet works best with the most current version of Internet Explorer or Google Chrome." A blue navigation bar below the banner contains links for "Home", "Resources", "Contact Us", and "Help". On the left, a sidebar menu lists "UAT Region 3.1.2" followed by "Patients", "Organization Reports", "Inventory and Ordering", "Data File Loading", and "Manage Org Selections". The main content area features three blue buttons: "Patient Search" (with description: "Click to locate a patient, enter a new patient, view patient records or add immunizations to a patient record."), "VFC Inventory / Orders" (with description: "Click to proceed to the VFC Order Screen to enter your inventory on hand for your VFC order to be processed."), and "My Organization's Inventory Status".

On the left navigator, click **Manage Access, Edit User**.

In the section **Status** click in the **Active, Disabled, and Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user and click **Find**.



UAT Region
.....

Applications
Manage My Account
Manage Access
> Add User
> List Organizations
> Edit Organization
Edit User >
> Add Multiple Users

Edit User - Search

Application: IMMUNET **Find**
Organization: All Orgs **Refresh**

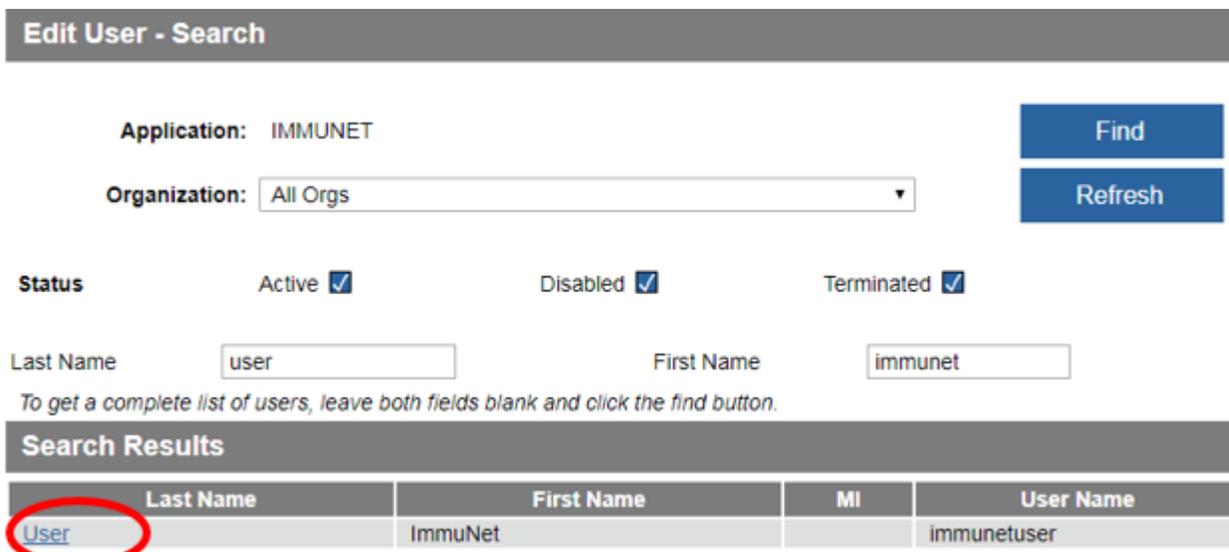
Status Active Disabled Terminated

Last Name First Name
To get a complete list of users, leave both fields blank and click the find button.

Search Results

| Last Name | First Name | MI | User Name |
|-----------|------------|----|-----------|
|-----------|------------|----|-----------|

Select the user to be edited by clicking on the appropriate last name of the user (link in blue).



Edit User - Search

Application: IMMUNET **Find**
Organization: All Orgs **Refresh**

Status Active Disabled Terminated

Last Name First Name
To get a complete list of users, leave both fields blank and click the find button.

Search Results

| Last Name | First Name | MI | User Name |
|----------------------|------------|----|-------------|
| User | ImmuNet | | immunetuser |

Go to the section **Step 2 Modify Access** section and go down to the gray table

Go to the row in the table that corresponds to the role to be changed. Click in the white **Select** check box, then click the blue **Select** button.

Step 2:

Modify Access
Add,remove,or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

| | |
|--------------------------|-------------|
| Application | IMMUNET ▾ |
| Organization Type | All Types ▾ |
| Organization | ▾ |
| Role | ▾ |
| Add Access | Add |

Current list of organizations and applications.

Select the row to update the user's role or status. **Select**

| Application | Organization | Role | Status | Select |
|-------------|---------------------------------------|--------------------------|------------|--------------------------|
| IMMUNET | Al Rahmah School | School Access | Terminated | <input type="checkbox"/> |
| IMMUNET | Bishop Walsh School | Admin User (Provider) | Terminated | <input type="checkbox"/> |
| IMMUNET | Maryland Department of Health (Child) | Admin User (Provider) | Active | <input type="checkbox"/> |
| PORTAL | Portal Default | Portal Application Admin | Active | <input type="checkbox"/> |

Save **Cancel**

To change the role, go to just above the gray table and click the **Role** drop-down, select a new role, and then at the right, click **Update**.

Step 2:

Modify Access

Add, remove, or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

| Application | Organization | Role | Status | Update |
|-------------|---------------------------------------|-----------------------|---|--------|
| IMMUNET | Maryland Department of Health (Child) | Admin User (Provider) | <input checked="" type="radio"/> Active <input type="radio"/> Disabled <input type="radio"/> Terminated | Update |

Current list of organizations and applications.

Select the row to update the user's role or status.

Select

| Application | Organization | Role | Status | Select |
|-------------|---------------------------------------|--------------------------|------------|-------------------------------------|
| IMMUNET | Al Rahmah School | School Access | Terminated | <input type="checkbox"/> |
| IMMUNET | Bishop Walsh School | Admin User (Provider) | Terminated | <input type="checkbox"/> |
| IMMUNET | Maryland Department of Health (Child) | Admin User (Provider) | Active | <input checked="" type="checkbox"/> |
| PORTAL | Portal Default | Portal Application Admin | Active | <input type="checkbox"/> |

The change was successful, if you see this message at the top, in red.

**** User Access Updated ****

Edit User & Modify Access

Step 1:

User Information

User Id 49755

* **User First Name**

* **User Last Name**

User Middle Initial

* **Username**

New Password

Confirm New Password

Note: To Change the User Status go to the Modify Access section in Step 2 below.

User Status Active Disabled Terminated

Street Address

Other Address

P.O. Box

City

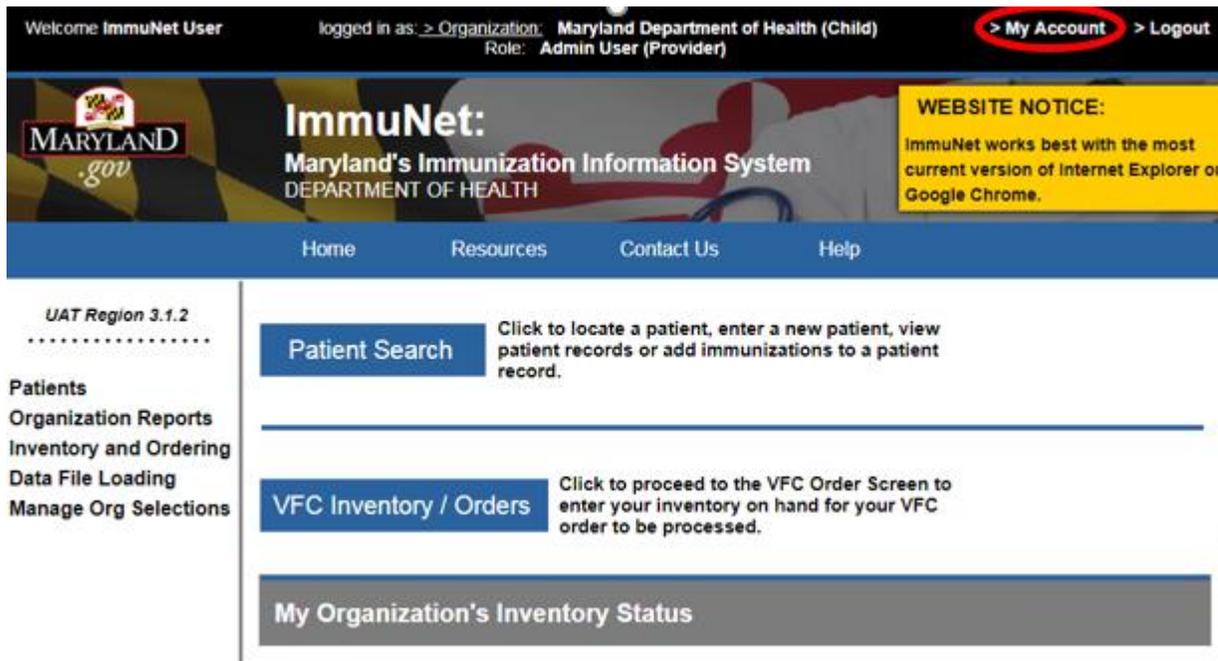
State Zip -

* **Email**

Phone Number Ext

Re-enable a Disabled or Terminated User

Click **My Account** near the top right corner of the screen.

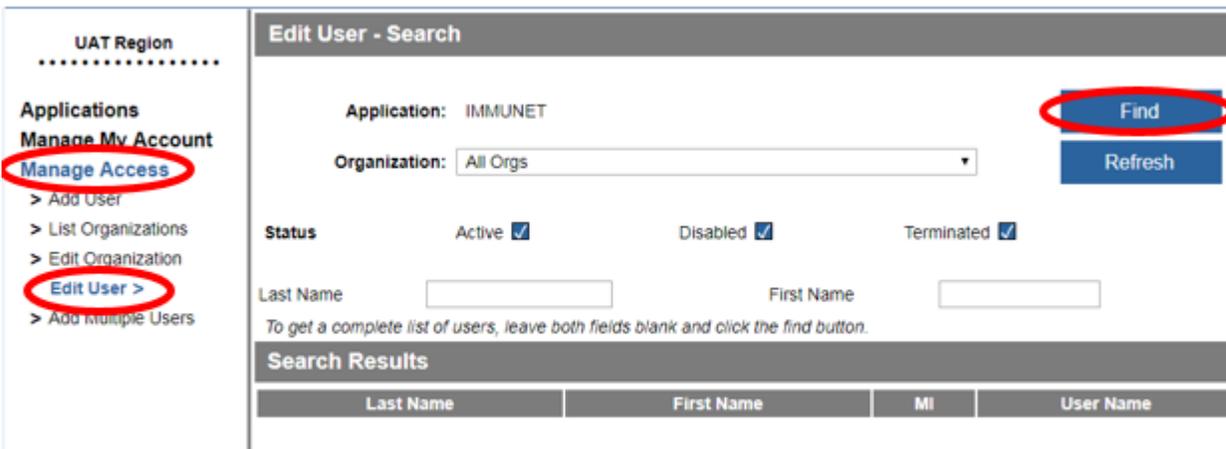


The screenshot shows the top navigation bar of the ImmuNet system. It includes a welcome message, login information for 'Maryland Department of Health (Child)' as an 'Admin User (Provider)', and a navigation menu with 'Home', 'Resources', 'Contact Us', and 'Help'. A 'My Account' link is circled in red. A yellow 'WEBSITE NOTICE' box is also visible. The main content area features a sidebar with links like 'Patients', 'Organization Reports', and 'Inventory and Ordering', and a main panel with buttons for 'Patient Search', 'VFC Inventory / Orders', and 'My Organization's Inventory Status'.

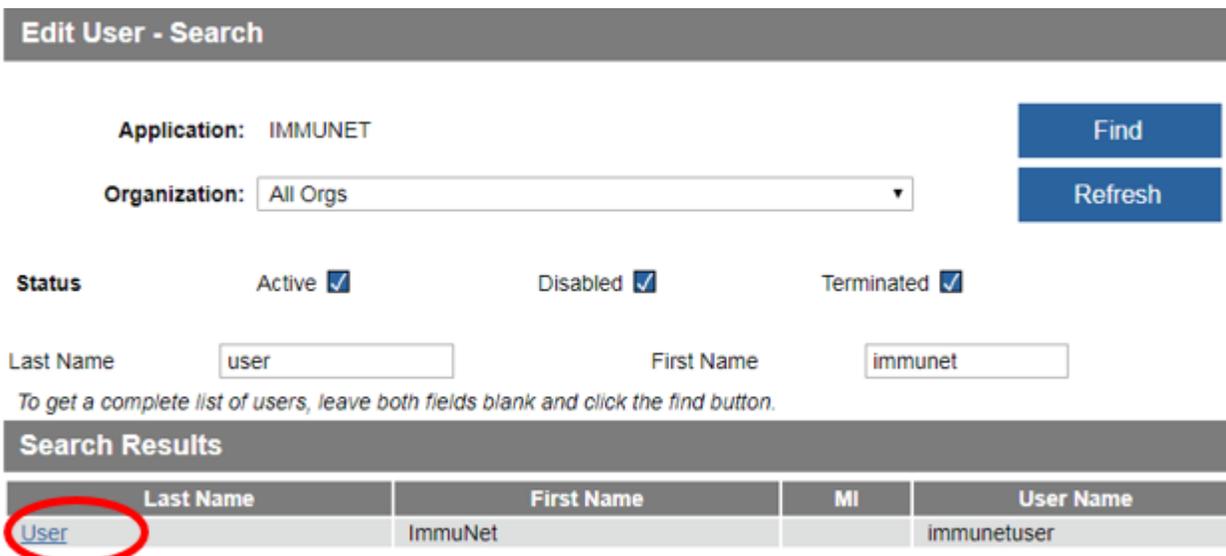
On the left navigator, click **Manage Access, Edit User**.

In the section **Status** click in the **Disabled** and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.



Select the user to be edited by clicking on the appropriate last name of the user (link in blue).



Edit User - Search

Application: IMMUNET Find

Organization: All Orgs Refresh

Status Active Disabled Terminated

Last Name: user First Name: immunet

To get a complete list of users, leave both fields blank and click the find button.

Search Results

| Last Name | First Name | MI | User Name |
|----------------------|------------|----|-------------|
| User | ImmuNet | | immunetuser |

Go to the section **Step 2 Modify Access** and go to the gray table.

Go to the row in the table that corresponds to the status to be changed. Click in the white check box, then click the [blue Select](#) button.

Step 2:

Modify Access
Add,remove,or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

| | |
|--------------------------|------------------------------------|
| Application | <input type="text"/> |
| Organization Type | All Types <input type="text"/> |
| Organization | |
| Role | <input type="text"/> |
| Add Access | <input type="button" value="Add"/> |

Current list of organizations and applications.

Select the row to update the user's role or status.

| Application | Organization | Role | Status | Select |
|-------------|---------------------------------------|--------------------------|------------|-------------------------------------|
| IMMUNET | Al Rahmah School | School Access | Terminated | <input type="checkbox"/> |
| IMMUNET | Bishop Walsh School | Admin User (Provider) | Terminated | <input checked="" type="checkbox"/> |
| IMMUNET | Maryland Department of Health (Child) | Standard User | Active | <input type="checkbox"/> |
| PORTAL | Portal Default | Portal Application Admin | Terminated | <input type="checkbox"/> |

To re-enable the account, go to just above the gray table and click the radio button **Active** and then to the right, click **Update**.

Step 2:

Modify Access
Add, remove, or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

| Application | Organization | Role | Status | Update |
|-------------|---------------------|-------------------------|---|---------------|
| IMMUNET | Bishop Walsh School | Admin User (Provider ▾) | <input checked="" type="radio"/> Active <input type="radio"/> Disabled <input type="radio"/> Terminated | Update |

Current list of organizations and applications. *Select the row to update the user's role or status.* **Select**

| Application | Organization | Role | Status | Select |
|-------------|---------------------------------------|--------------------------|------------|-------------------------------------|
| IMMUNET | Al Rahmah School | School Access | Terminated | <input type="checkbox"/> |
| IMMUNET | Bishop Walsh School | Admin User (Provider) | Terminated | <input checked="" type="checkbox"/> |
| IMMUNET | Maryland Department of Health (Child) | Standard User | Active | <input type="checkbox"/> |
| PORTAL | Portal Default | Portal Application Admin | Terminated | <input type="checkbox"/> |

Save **Cancel**

The change was successful, if you see this message in red, "User Access Updated".

**** User Access Updated ****

Edit User & Modify Access

Step 1:

User Information

User Id 49755

* **User First Name**

* **User Last Name**

User Middle Initial

* **Username**

New Password

Confirm New Password

Note: To Change the User Status go to the Modify Access section in Step 2 below.

User Status Active Disabled Terminated

Street Address

Other Address

P.O. Box

City

State Zip -

* **Email**

Phone Number Ext

Reset a Password

Click **My Account** near the top right corner of the screen.



The screenshot shows the top navigation bar of the ImmuNet system. The user is logged in as an Admin User (Provider) for the Maryland Department of Health (Child). The 'My Account' link is circled in red. Below the navigation bar is a sidebar menu with options like Patients, Organization Reports, and Inventory and Ordering. The main content area features buttons for 'Patient Search', 'VFC Inventory / Orders', and 'My Organization's Inventory Status'. A yellow 'WEBSITE NOTICE' box is also visible.

Welcome ImmuNet User logged in as: > Organization: Maryland Department of Health (Child)
Role: Admin User (Provider) > **My Account** > Logout

ImmuNet:
Maryland's Immunization Information System
DEPARTMENT OF HEALTH

WEBSITE NOTICE:
ImmuNet works best with the most current version of Internet Explorer or Google Chrome.

Home Resources Contact Us Help

UAT Region 3.1.2
.....

Patients
Organization Reports
Inventory and Ordering
Data File Loading
Manage Org Selections

Patient Search Click to locate a patient, enter a new patient, view patient records or add immunizations to a patient record.

VFC Inventory / Orders Click to proceed to the VFC Order Screen to enter your inventory on hand for your VFC order to be processed.

My Organization's Inventory Status

On the left navigator, click **Manage Access, Edit User**

In the section **Status**, click in the **Active, Disabled, and Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.

Select the user to be edited by clicking on the appropriate last name of the user (link in [blue](#)).

Edit User - Search

Application: IMMUNET Find

Organization: All Orgs Refresh

Status Active Disabled Terminated

Last Name First Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

| Last Name | First Name | MI | User Name |
|----------------------|------------|----|-------------|
| User | ImmuNet | | immunetuser |

Go to the section **Step 1 User Information**.

***Password Guidelines** - The password must be at least 8 characters in length, include at least one lower case letter, at least one upper case letter, and at least one number.

Type in a new password in the **New Password** and **Confirm Password** fields (password is case-sensitive) and

Step 1:

User Information

User Id 49755

* **User First Name**

* **User Last Name**

User Middle Initial

* **Username**

New Password

Confirm New Password

Note: To Change the User Status go to the Modify Access section in Step 2 below.

User Status Active Disabled Terminated

Street Address

Other Address

P.O. Box

City

State Zip -

* **Email**

Phone Number Ext

then click **Save** at the bottom.

Save

Cancel

The change was successful, if you see this message at the top in red:

**** User Updated, Password Changed ****

Edit User & Modify Access

Step 1:

User Information

User Id 49755

* **User First Name**

* **User Last Name**

User Middle Initial

* **Username**

New Password

Confirm New Password

Note: To Change the User Status go to the Modify Access section in Step 2 below.

User Status Active Disabled Terminated

Street Address

Other Address

P.O. Box

City

State Zip -

* **Email**

Phone Number Ext

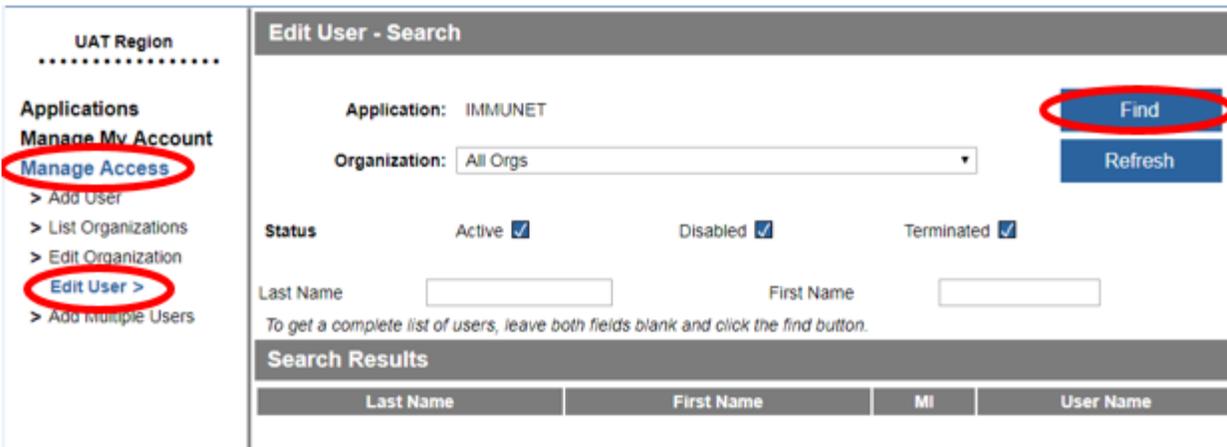
Terminate a User

Click **My Account** near the top right corner of the screen.

Click **Manage Access, Edit User**.

In the section **Status**, click in the **Active, Disabled, and Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.



UAT Region
.....

Applications
Manage My Account
Manage Access
> Add User
> List Organizations
> Edit Organization
Edit User >
> Add Multiple Users

Edit User - Search

Application: IMMUNET **Find**
Organization: All Orgs **Refresh**

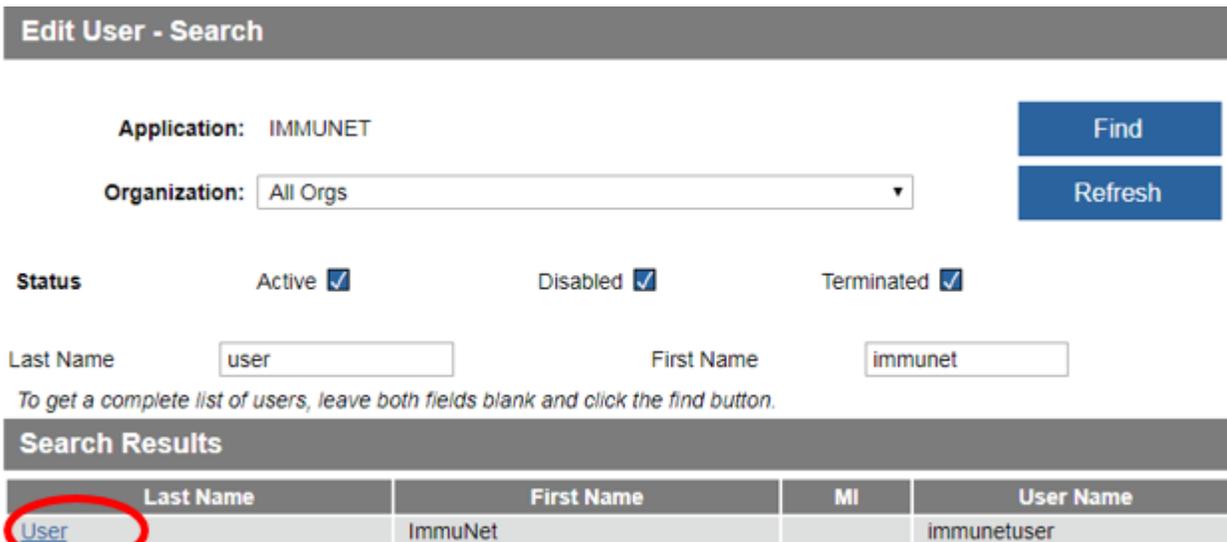
Status Active Disabled Terminated

Last Name First Name
To get a complete list of users, leave both fields blank and click the find button.

Search Results

| Last Name | First Name | MI | User Name |
|-----------|------------|----|-----------|
|-----------|------------|----|-----------|

Select the user to be edited by clicking on the appropriate last name of the user (link in blue).



Edit User - Search

Application: IMMUNET **Find**
Organization: All Orgs **Refresh**

Status Active Disabled Terminated

Last Name First Name
To get a complete list of users, leave both fields blank and click the find button.

Search Results

| Last Name | First Name | MI | User Name |
|----------------------|------------|----|-------------|
| User | ImmuNet | | immunetuser |

Go to the section **Step 2 Modify Access** and go to the gray table.

Go to the row in the table that corresponds to the status to be changed. Click in the white **Select** check box, then click the blue **Select** button.

Step 2:

Modify Access

Add, remove, or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

| | |
|--------------------------|--------------------------------|
| Application | <input type="text"/> |
| Organization Type | All Types <input type="text"/> |
| Organization | <input type="text"/> |
| Role | <input type="text"/> |
| Add Access | Add |

Current list of organizations and applications.

Select the row to update the user's role or status.



| Application | Organization | Role | Status | Select |
|-------------|---------------------------------------|--------------------------|------------|-------------------------------------|
| IMMUNET | Al Rahmah School | School Access | Terminated | <input type="checkbox"/> |
| IMMUNET | Bishop Walsh School | Admin User (Provider) | Active | <input checked="" type="checkbox"/> |
| IMMUNET | Maryland Department of Health (Child) | Standard User | Active | <input type="checkbox"/> |
| PORTAL | Portal Default | Portal Application Admin | Active | <input type="checkbox"/> |

To terminate the account, go to just above the gray table and click the radio button **Terminated** and then to the right, click the button **Update**.

Step 2:

Modify Access

Add, remove, or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

| Application | Organization | Role | Status | Update |
|-------------|---------------------|-------------------------|--|---------------|
| IMMUNET | Bishop Walsh School | Admin User (Provider ▼) | <input type="radio"/> Active <input type="radio"/> Disabled <input checked="" type="radio"/> Terminated | Update |

Current list of organizations and applications.

Select the row to update the user's role or status.

Select

| Application | Organization | Role | Status | Select |
|-------------|---------------------------------------|--------------------------|------------|-------------------------------------|
| IMMUNET | Al Rahmah School | School Access | Terminated | <input type="checkbox"/> |
| IMMUNET | Bishop Walsh School | Admin User (Provider) | Active | <input checked="" type="checkbox"/> |
| IMMUNET | Maryland Department of Health (Child) | Standard User | Active | <input type="checkbox"/> |
| PORTAL | Portal Default | Portal Application Admin | Active | <input type="checkbox"/> |

The change was successful, if you see this message at the top in red:

**** User Access Updated ****

Edit User & Modify Access

Step 1:

User Information

User Id 49755

* **User First Name**

* **User Last Name**

User Middle Initial

* **Username**

New Password

Confirm New Password

Note: To Change the User Status go to the Modify Access section in Step 2 below.

User Status Active Disabled Terminated

Street Address

Other Address

P.O. Box

City

State Zip -

* **Email**

Phone Number Ext

Add an Ordering Authority or Clinician

To add a clinician, on the left navigator, click **Manage Org Selections, Manage Clinicians**.

Patients

Organization Reports

Inventory and Ordering

Data File Loading

Manage Org Selections

- > Manage Clinicians
- > Manage Physicians
- > Manage Schools

On the right, click **Add Clinician**

Organization Name: Maryland Department of Health (Child)

Site List:

Add Clinician
Find Clinician
Clinician List

| Clinician Name | Role | Signature |
|---|------|-----------|
| No clinicians were found for the selected site. | | |

Click the radio button **Clinician**.

Type in the **Last Name, First Name** of the clinician.

Under **Complete Site Listing**, click directly on the name of the organization and click **Add**.

Click **Save**.

Add Clinician Information

Role Clinician Ordering Authority / Clinician Ordering Authority

Prefix

Last Name

First Name

Middle Name

Suffix

Complete Site Listing
Maryland Department of He: ▾

Selected Sites

The message **Record Updated** will be displayed in red at the top, if successful.

• **Record Updated**

Edit Clinician Information

Role Clinician Ordering Authority / Clinician Ordering Authority

Prefix

Last Name

First Name

Middle Name

Suffix

Complete Site Listing

Selected Sites
Maryland Department of He: ▾

To add an **Ordering Authority/Clinician**, on the left navigator, click **Manage Org Selections**, **Manage Clinicians**.

Patients

Organization Reports

Inventory and Ordering

Data File Loading

Manage Org Selections

- > Manage Clinicians
- > Manage Physicians
- > Manage Schools

On the right, click **Add Clinician**



| Clinician Name | Role | Signature |
|---|------|-----------|
| No clinicians were found for the selected site. | | |

Click the radio button **Ordering Authority/Clinician**

Enter the **Individual NPI** (of the responsible provider of the organization) and click **Validate**.

The **Last Name**, **First Name**, and **Address** (not shown) information should automatically populate in the fields.

Under **Complete Site Listing**, click directly on the name of your organization and click **Add** (to add it under **Selected Sites**).

Click **Save**.

Add Clinician Information

Role Clinician Ordering Authority / Clinician Ordering Authority Save

Individual NPI : Validate Clear Cancel

Prefix :

Last Name :

First Name :

Middle Name :

Suffix :

Complete Site Listing
Maryland Department of Hea

Add >
Add All >>
< Remove
<< Remove All

Selected Sites

The message **Record Updated** will be displayed in red at the top, if successful.

To remove a clinician, on the left navigator, click **Manage Org Selections, Manage Clinicians**.

Patients

Organization Reports

Inventory and Ordering

Data File Loading

Manage Org Selections

- > Manage Clinicians
- > Manage Physicians
- > Manage Schools

Click on the appropriate [blue](#) Clinician name link of the clinician.

Organization Name: Maryland Department of Health (Child)

Site List: ▼

[Add Clinician](#)

[Find Clinician](#)

[Clinician List](#)

| Clinician Name | Role | Signature |
|-----------------------------|-----------|-----------|
| SMITH, JANE | Clinician | N |

Click **Delete**.